

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF ORANGE**

**Information Sheet**

***How to Submit an Application to View and/or  
Photocopy or Photograph Trial Exhibits***

“Trial exhibits” means any exhibits introduced as evidence during a trial or other courtroom proceeding.

Any individual, excluding the attorneys of record and the California Appellate Project (CAP) superior court liaison, who desires to view and/or photocopy or photograph trial exhibits from any superior court case, must seek a court order pursuant to Local Rule 180(D).

**COMPLETING THE APPLICATION**

1. Complete local court form “Application and Order for Viewing and/or Photocopying or Photographing Trial Exhibits.” The local form is available on the court’s website at [www.occourts.org](http://www.occourts.org) under the heading Forms & Filing.

**FILING THE APPLICATION**

1. File your completed application in the clerk’s office at the court location of the judicial officer who presided over the trial or proceeding, or if that judicial officer is not available, to the supervising judge of the panel and/or justice center where the trial or proceeding was heard. The clerk will submit your application to the appropriate judicial officer for review.

After the judicial officer makes a determination on your application, the clerk will mail a copy of the court order to the requestor. If your application is granted, the clerk will also forward a copy of the court order to Central Justice Center Records & Exhibits and the requestor will be contacted by an Exhibit Custodian to set up a viewing appointment at the Central Justice Center.

**REVIEWING YOUR COURT ORDER**

1. If your application is denied, pending determination or a hearing is scheduled, court staff is not authorized to release exhibits for viewing, photocopying or photographing.
2. If your application was granted, bring a copy of the signed court order to the viewing appointment scheduled by the Exhibit Custodian. Individuals named in the application and authorized in the court order must show government-issued photo identification before being allowed entry into the exhibits viewing area.
3. Individuals not named in the application or authorized in the order will not be allowed entry into the exhibits viewing area.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name & Address):  Telephone No.: _____ Fax No. (Optional): _____ E-Mail Address (Optional): _____ ATTORNEY FOR (Name): _____ Bar No.: _____	FOR COURT USE ONLY
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE</b> JUSTICE CENTER: <input type="checkbox"/> Central - 700 Civic Center Dr. West, Santa Ana, CA 92701-4045 <input type="checkbox"/> Costa Mesa – 3390 Harbor Blvd, Costa Mesa, CA 92626-1554 <input type="checkbox"/> Harbor - 4601 Jamboree Rd., Newport Beach, CA 92660-2595 <input type="checkbox"/> Lamoreaux - 341 The City Drive, Orange, CA 92868-3205 <input type="checkbox"/> North - 1275 N. Berkeley Ave., P. O. Box 5000, Fullerton, CA 92838-0500 <input type="checkbox"/> West - 8141 13 <sup>th</sup> Street, Westminster, CA 92683-4593	
PLAINTIFF / PETITIONER:  DEFENDANT / RESPONDENT:	
<b>APPLICATION AND ORDER FOR VIEWING AND/OR PHOTOCOPYING OR PHOTOGRAPHING TRIAL EXHIBITS</b>	CASE NUMBER:

1. I request an order of the court allowing the

- Viewing of exhibits for the above-listed case and/or
- Photocopying or photographing of exhibits for the above-listed case
- All exhibits or
- Only the exhibits listed herein (specify exhibit number(s)): \_\_\_\_\_

I request to utilize my own specialized equipment to copy, scan, and photograph or videotape the exhibits to be viewed. The specialized equipment is described as:

\_\_\_\_\_

\_\_\_\_\_

- I request that the following individual(s) be present during the viewing and/or photocopying or photographing of exhibits:

\_\_\_\_\_

\_\_\_\_\_

Name and address of organization:

DATE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Requestor's Name:

Title:

Telephone:

Email Address:

\_\_\_\_\_

**Instructions: File your completed application in the clerk's office at the court location of the judicial officer who presided over the trial or proceeding, or if that judicial officer is not available to the supervising judge of the panel and/or justice center where the trial or proceeding was heard.**

**ORDER ON APPLICATION TO VIEW AND/OR PHOTOCOPY OR PHOTOGRAPH TRIAL EXHIBITS**

CASE NUMBER: \_\_\_\_\_ CASE NAME: \_\_\_\_\_

**GOOD CAUSE APPEARING:**

**Viewing of Exhibits**

- Grant request to view exhibits as follows:
  - All exhibits
  - Exhibits only identified in the application
  - Only these specific exhibits (specify exhibit number(s)): \_\_\_\_\_
  - The following person(s) may be present: \_\_\_\_\_

Viewing privileges expire on: \_\_\_\_\_

- Deny request to view exhibits.
- Order/Comments: \_\_\_\_\_

**Photocopying or Photographing of Exhibits**

- Grant request to photocopy or photograph exhibits as follows:
  - All exhibits
  - Exhibits only identified in the application
  - Only these specific exhibits (specify exhibit number(s)): \_\_\_\_\_

Photocopying or photographing privileges expire on: \_\_\_\_\_

- Deny request to photocopy or photograph exhibits.
- Order/Comments: \_\_\_\_\_

**Other Orders**

Other orders (specify): \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Judge/Commissioner of the Superior Court